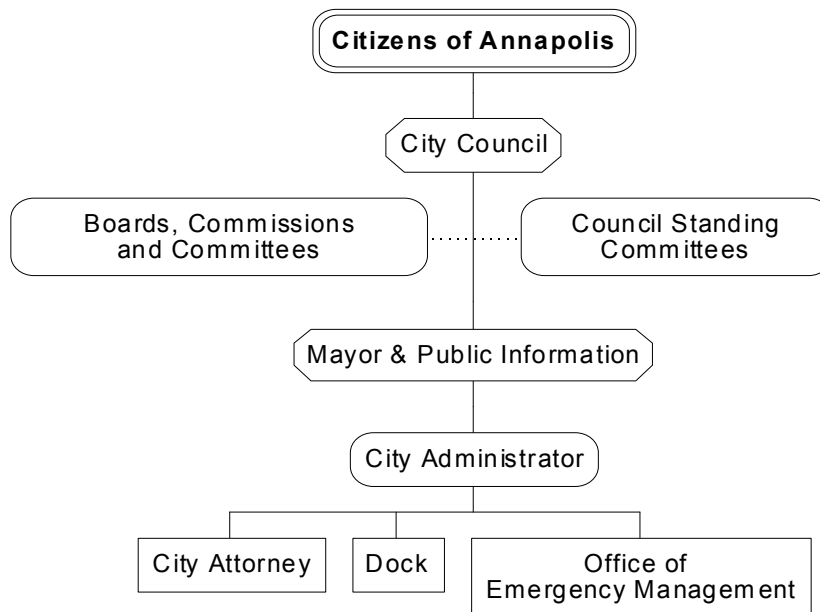


**CITY OF ANNAPOLIS**  
**Department of the Mayor and Aldermen**

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## Department of the Mayor and Aldermen

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**Fund Support:**

General Fund

known as a "Ward", whose boundaries are specified in the City Code.

**Description:**

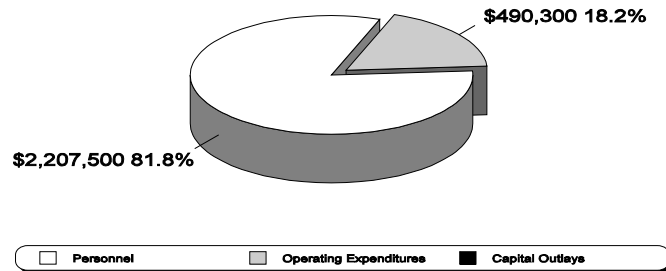
All municipal legislative powers under the Constitution and Laws of Maryland are vested in the City Council. The City Council consists of nine members - the Mayor and eight Aldermen, who are nominated and elected by the voters of the City for terms of four years each. Each of the Aldermen represents a specific geographic area of the City

The Mayor presides over the meetings of the City Council and is the "Chief Executive of the City", devoting full time to the duties of the office. He/she supervises the City Administrator, who is the direct subordinate of the Mayor and is the immediate supervisor of each Department Director.

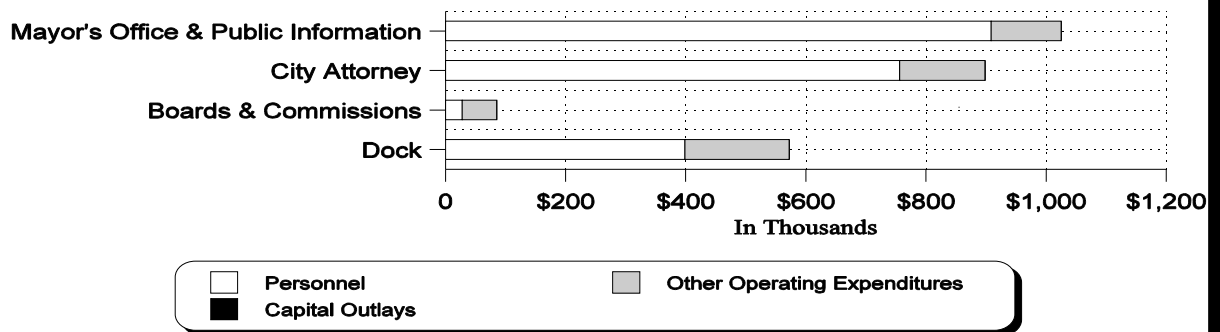
The City Administrator serves as the supervising authority of the Mayor, and is the Mayor's Chief of Staff.

<b><i>Budget Summary</i></b>	<b><i>FY 2007 Actual</i></b>	<b><i>FY 2008 Adopted</i></b>	<b><i>FY 2009 Adopted</i></b>	<b><i>Percent Change</i></b>
Mayor's Office & Public Information	\$1,467,640	\$1,127,420	\$1,141,000	1.20%
City Attorney	734,200	757,950	898,480	18.54%
Dock	488,390	546,720	572,740	4.76%
Boards and Commissions	88,910	71,200	85,580	20.20%
<b>Department Total</b>	<b>\$2,779,140</b>	<b>\$2,503,290</b>	<b>\$2,697,800</b>	<b>7.77%</b>

**Department of the Mayor and Aldermen**  
*Budget by Expenditure Type*



**Department of the Mayor and Aldermen**  
*Budget By Division*



## Department of the Mayor and Aldermen Staffing Summary

	<i><b>FY 2007 Actual</b></i>	<i><b>FY 2008 Adopted</b></i>	<i><b>FY 2009 Adopted</b></i>
	<i><b>Permanent</b></i>	<i><b>Permanent</b></i>	<i><b>Permanent</b></i>
Mayor's Office & Public Information	4	4	6
City Attorney	6	6	5
* Economic Development & Community Services	2	2	0
Dock	3	3	3
Boards and Commissions	0	0	0
<b>Department Total</b>	<b>15</b>	<b>15</b>	<b>14</b>

\* Economic Development & Community Services received approval by the City Council during FY08 to become the Department of Economic Affairs.

### Staffing Summary By Position - FY 2009 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i><b>Mayor's Office &amp; Public Information:</b></i>		<i><b>City Attorney, continued:</b></i>	
Executive Office Associate . . . . .	1	City Clerk . . . . .	1
Public Information Officer . . . . .	1	Assistant City Clerk . . . . .	1
City Administrator . . . . .	1		
Mayor . . . . .	1	<i><b>Dock:</b></i>	
Council Auditor . . . . .	1	Harbormaster . . . . .	1
Office Associate IV . . . . .	1	Assistant Harbormaster, Operations . . . . .	1
		Harbor Office Administrator . . . . .	1
<i><b>City Attorney:</b></i>			
City Attorney . . . . .	1		
Legal Assistant . . . . .	1		
Legislative Specialist . . . . .	1		

### Contractual and Temporary Positions

The Department of Mayor and Aldermen has various temporary and/or contractual positions. These positions consist primarily of eight Aldermen, Community Relations Coordinator, Community Services Specialist, Youth & Community Services Associate, Director of Emergency Management, Emergency Management Planner, Training and Outreach Coordinator, Seasonal Assistant Harbormasters, Dock Assistants, Assistant City Attorney, Elections Administrator, Legal Assistant, and General Clerical positions.

## Mayor's Office and Public Information

Department of the Mayor and Aldermen

General Fund

### Description:

This department is responsible for the overall management of the City government. This department includes the Mayor and Aldermen, and the City Administrator. The City Administrator assists the Mayor in the supervision and direction of all City operations and directly supervises all department heads.

The Office of the Mayor and Public Information strives to represent the City in the most effective and efficient manner possible, endeavoring to be extremely responsive and pro-active in its outreach to the community at large. The Office also looks to develop new programs to continually improve the operation of the City Government. Its mission also includes providing a comprehensive, reliable and consistent source of information about the City of Annapolis for the benefit of the media and the public in general.

### Mission:

Foster continuous two-way communication with those who live, work and visit in Annapolis through all means of outreach, including media, community events, partnering with organizations, and direct contact via mail and internet while maintaining a continuous directory of city services, contacts, and information.

### Goals &

#### Objectives:

- Continue #1 priority of public safety with new initiatives.

- Ensure high standards for police and fire.
- Collaborate with various State agencies such as Health, Juvenile Justice, etc.
- Enhance Emergency Management Team.
- Ensure fiscal viability of the City through the Department of Economic Affairs.
  - Maintain AA+ bond rating.
  - Enhance grants procurement efforts.
  - Enhance assessable tax base.
- Improve City infrastructure to meet demands of 21<sup>st</sup> Century.
  - Improve maintenance of public facilities.
  - Enhance green and energy efficiency goals passed by Council.
  - Recognize transportation as an infrastructure issue.
- Enhance community outreach through public information.
  - Develop PEG station and Program plan.
  - Enhance dialogue with community groups.
  - Collaborate with non-profits to meet community service.
- Meet demands for quality development of Capital Projects.
  - Meet time-lines for Capital Project completion.
  - Identify long-term support cost of City facilities.
  - Complete watershed restoration plan.

<i><b>Budget Summary</b></i>	<i><b>FY 2007 Actual</b></i>	<i><b>FY 2008 Adopted</b></i>	<i><b>FY 2009 Adopted</b></i>	<i><b>Percent Change</b></i>
Personnel	\$842,410	\$926,430	\$1,024,110	10.54%
Other Operating Expenditures	625,230	200,990	116,890	-41.84%
<b>Total Expenditures</b>	<b>\$1,467,640</b>	<b>\$1,127,420</b>	<b>\$1,141,000</b>	<b>1.20%</b>

## City Attorney

Department of the Mayor and Aldermen

General Fund

### Description:

The City Attorney's Office includes the Office of Law and the City Clerk's Office. The City Attorney's Office consists of a City Attorney, an Assistant City Attorney, a City Clerk, an Assistant City Clerk, a Legislative Specialist, and two Legal Assistants.

The Office of Law provides legal services for the City in compliance with federal, state, county and city laws. As provided for in the City Charter and Code, the City Attorney's Office represents the City in a wide range of transactions involving public and private entities; represents the City and all its departments, agencies, boards, commissions, and committees in connection with any litigation in which the City is involved; drafts legal opinions and provides legal advice to various boards, commissions and agencies of the City; drafts and reviews all ordinances, resolutions and charter amendments for the City; prepares and reviews for legal sufficiency and form all documents to be executed by the City or to which the City is a party; and performs such other duties as may be assigned by the Annapolis City Council. The City Attorney or designee attends meetings of the City Council, various City boards, commissions, and committees as required. The City Attorney's Office also acts as the liaison for the City's Ethics Commission. Specialized legal services are provided to the City by private law firms on a contractual basis.

The City Clerk's Office maintains the permanent legislative records of the City in a manner consistent with state and city regulations. The City Clerk is the custodian of the City Seal and the official records of the City; keeps a record of all proceedings of the Annapolis City Council; maintains and records all laws, charter amendments, ordinances, and resolutions adopted and enacted by the Annapolis City Council; maintains and records annexations; prepares and grants certificates for licenses; and directly issues over 25 different types of permits. The City Clerk or his/her designee serves as Clerk to the City Council, Alcoholic Beverage Control Board and the Board of Supervisors of Elections.

### Mission:

To provide legal representation and manage risks to the City by the timely delivery of general and specialized legal counsel and paralegal support to

the City's policy makers, officers, employees, departments, agencies, boards, commissions, and committees in connection with legal opinions, ordinances, charter amendments, external entities, lawsuits, proceedings, negotiations, grievances, and contracts to which the City is or may become a party.

To certify and attest to the actions of the City, corroborate, handle, make ready, and archive the City's official records, documents, epistles, proceedings of the Council, charter amendment laws, ordinances, and resolutions adopted or enacted by the City Council, and to ensure convenient and reasonably unencumbered access of this information; to ensure a convenient, consistent and timely process for the application and issuance of City licenses and permits; and to plan, organize and supervise the City's electoral process.

### Services:

- Drafts and reviews all ordinances, resolutions and charter amendments for the City.
- Represents the City and all its departments, agencies, boards, and commissions in connection with any litigation in which the City is involved.
- Drafts legal opinions and provides legal advice to officers and employees of the City and various boards and commissions.
- Prepares and reviews for form and legal sufficiency all documents to be executed by the City or to which the City is a party.
- Negotiates a wide range of transactions on behalf of the City, including various Memoranda Of Understanding, and franchise agreements.
- Prepares, maintains and records all laws, charter amendments, ordinances, and resolutions adopted and enacted by the Annapolis City Council.
- Prepares City Council agenda packets at least 5 days prior to each scheduled meeting.
- Prepares all employment contracts.

## City Attorney

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- continued -

- Acts as liaison for City Ethics Commission.
- Affixes the City Seal to resolutions, ordinances and official documents adopted and enacted by the Mayor and the City Council.
- Keeps minutes of all proceedings of the Annapolis City Council.
- Issues numerous types of licenses.
- Certifies and attests to the actions of the City.
- Maintains and records all annexations adopted and enacted by the Annapolis City Council.
- Serves as the Clerk to the City Council, Alcoholic Beverage Control Board, and the Board of Supervisors of Elections.
- Provides City election information upon request.
- Provides support to the Mayor's Ad Hoc committees when assigned.
- Reviews requests for events to be held on City property.
- Maintains all calendars for City Council Chamber usage, and for meetings of the City Council, Board of Supervisors of Elections, Alcoholic Beverage Control Board, and Ethics Commission.
- Hire an Election/Hearing Administrator to oversee boards and commissions hearings and meetings (as hearing officer), and to work on 2009 election.
- Provide user-friendly legal services efficiently and effectively.
  - Maintain quick turn-around time on requests made to the Office of Law.
  - Provide citizens with an efficient, user-friendly process for obtaining licenses and permits.
- Improve file storage facility and find alternative process for record retention.
  - Research alternative methods for document storage and retrieval.
- Reduce costs and expenses associated with the Office of Law.
  - Discuss with LexisNexis reduction of costs associated with printing City Code.

### **Accomplishments:**

### **Goals &**

#### **Objectives:**

- Improve internal department efficiencies and awareness of legal concerns for the City.
  - Keep department directors informed.
  - Evaluate Office of Law processes.
- Manage the personnel and work flow of the City's Office of Law.
  - Continued review of staffing structure and responsibilities to ensure effective delivery of service.
- Hire new employee to handle administrative hearings, and to begin working on 2009 election.
- Successfully provided representation in Court and in administrative actions in numerous litigation matters.
- Successfully litigated and negotiated settlements of numerous lawsuits and claims.
- Successfully negotiated numerous City contracts and land transactions.
- City Code maintained monthly on City website and re-codified on yearly basis.
- Prepared 159 pieces of new legislation (ordinances, resolutions, and charter amendments), and issued staff papers for consideration by the Council during calendar year 2007.
- Legislative Specialist was available during City Council meetings to assist citizens desiring to testify, to provide copies of legislation to the public, and to answer procedural questions.
- Routinely distributed Agenda Packets to City Council on Wednesdays before Monday meetings.

## City Attorney

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- continued -

- Provided access to the Council Agenda and corresponding legislation on the internet.
- City Clerk continues to maintain her certification as Certified Municipal Clerk while working toward Master Municipal Clerk status.
- Assistant City Clerk is currently working to obtain Certified Municipal Clerk status.
- Continue to implement sidewalk café program.
- Converted all license application information, procedures and City Council approved minutes into PDF format for the internet and intranet use.
- Prepared and provided all license application information and procedures for citizen and employee use.
- Administered two special elections for new aldermen during 2007.
- Negotiated with Anne Arundel County the use of their voting machine for both special elections, thus saving the City approximately \$100,000.

<b><i>Budget Summary</i></b>	<b><i>FY 2007 Actual</i></b>	<b><i>FY 2008 Adopted</i></b>	<b><i>FY 2009 Adopted</i></b>	<b><i>Percent Change</i></b>
Personnel	\$563,350	\$615,930	\$756,460	22.82%
Other Operating Expenditures	170,850	142,020	142,020	0.00%
<b>Total Expenditures</b>	<b>\$734,200</b>	<b>\$757,950</b>	<b>\$898,480</b>	<b>18.54%</b>



## Dock

Mayor's Office

Dock Fund

### Description:

Responsible for the management and control of all City waterways.

### Mission:

To manage and coordinate the fair, safe and legitimate use of the City's natural waterways and marine capital assets in a courteous and self-sustaining manner, for the recreational benefit of City residents and visitors, the economic viability of the City's marine industries and business communities, and special events deemed important to the City.

### Services:

- Assures safe conditions in City waterways.
- Provides transient boats with mooring buoys and slips.
- Provides annual mooring buoys.
- Administers maritime leases.
- Maintains and administers the City Dock area.
- Supervises anchoring and mooring throughout City waters.
- Provides showers and restrooms for boaters.
- Provides boaters with information relative to this area.
- Provides sewage pump-out facilities for boaters.
- Assists in special events at the harbor.
- Assist vessels in distress and medical emergencies whenever possible.

### Accomplishments:

- Completed renovation of City dock.

### Goals &

#### Objectives:

- Maintain waterways and waterfront assets.

- Complete refurbishment of City Dock, Phase I.
- Inspect and maintain all public moorings.
- Operate City Pump-out Boat Program with Federal and State Funding.
- Operate office and services to moorings and docks, as well as residents, 7 days per week, 0830-1630 November to April, 0830-1800 to Mid-May, 0830-2100 Mid-May to October, and 0830-1800 to November 1.
- Enhance revenues by increasing services and efficiency of fee collections.
- Enforce City Laws.
  - Respond to complaints from residents and boaters, also directives from Mayor, pertaining to possible violations.
  - Educate for compliance and assist in planning and execution of special events.
  - Counsel residents and visitors on matters relating to prudent maritime practices, and interfacing with various agencies and laws.
  - Set-up signs, buoys, public transient as well as annual permit moorings, and other navigational aids which enhance compliance with laws and safe practices.
  - Keep harbor clear of derelict, sunken, and abandoned vessels.
- Improve customer experience when interfacing with the Office of the Harbormaster.
  - Hire personnel and employ volunteers whose personality is adaptable to pleasant service and interfacing with citizens and customers.
  - Plan and formulate consistent, fair policies and enforcement techniques.
- Assist with security, safety, planning and expediting special events.
  - Planning and coordination for regular annual special events and major holiday rushes such as the Maritime Heritage Festival, Blue Angels, Memorial Day Weekend, Build-a-Boat Contest, 4<sup>th</sup> of July, Labor Day Weekend, Boat Shows, Tug O'War, and Lights Parade.
  - Planning and coordinating for Volvo Ocean Race and for other special events which are not regular annual events such

## Dock

- continued -

as the Tall Ships visits, Yacht Club organized port visits, CBYRA events, race starts, charter dock usage, events in

Susan Campbell Park, concerts, and cruising raft-ups.

### Performance Indicators:

	<i><u>FY 2007 Actual</u></i>	<i><u>FY 2008 Adopted</u></i>	<i><u>FY 2009 Goal</u></i>
Customer service satisfaction survey ratio - positive/negative . . . . .	15/1	15/1	15/1
Revenues from direct collections (excluding leases and grants) . .	491,000	480,000	500,000
Receipts written annually . . . . .	10,813	10,000	10,000
Mooring failures . . . . .	0	0	0
Violation responses . . . . .	169	160	150
Count of violating vessels in creeks (per year) . . . . .	150 (warn)	150 (warn)	150 (warn)

<i><b>Budget Summary</b></i>	<i><b>FY 2007 Actual</b></i>	<i><b>FY 2008 Adopted</b></i>	<i><b>FY 2009 Adopted</b></i>	<i><b>Percent Change</b></i>
Personnel	\$353,910	\$373,010	\$399,030	6.98%
Other Operating Expenditures	134,480	173,710	173,710	0.00%
<b>Total Expenditures</b>	<b>\$488,390</b>	<b>\$546,720</b>	<b>\$572,740</b>	<b>4.76%</b>

## Boards and Commissions

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Department of the Mayor and Aldermen

General Fund

The Mayor appoints the members of all boards and commissions, subject to approval by the City Council, according to the various Charter and Code requirements as they pertain to specific boards and commissions. The boards and commissions are legally established by the respective ordinances and resolutions as Adopted by the City Council. Some of these boards, commissions and committees are staffed by employees of City departments.

***Commission on Aging*** - serves as an advisory board to the City Council; studies matters affecting the aged and makes recommendations with regard thereto; and educates the public regarding these matters.

***Alcoholic Beverage Control Board (ABC)*** - acts on applications regarding alcoholic beverage licenses; adopts, administers and enforces rules; and disciplines licensees who violate the ABC rules or other laws.

***Annapolis Conservancy Board*** - solicits the dedication of properties, real and personal, to the City; administers and manages said properties; encourages the preservation of environmentally sensitive land; further implements the goals for improving water quality; provides for the development of additional recreation and open space opportunities; and preserves the natural cultural and recreational resources of the City.

***Board of Appeals*** - hears certain appeals from decisions of the Planning and Zoning Director, and certain variances and other Planning and Zoning matters; hears appeals related to the licensing of peddlers, taxicab owners and drivers, valet parking, and housing matters; and hears appeals on other matters as authorized by the City Council.

***Building Board of Appeals*** - hears appeals related to decisions of the Department of Public Works relative to the National Building Code.

***Civil Service Board*** - reviews and makes recommendations to the City Council regarding the classification and pay plan of the City; adopts certain rules governing the Civil Service; hears certain personnel appeals; and reviews requests for promotions and merit pay increases.

***Board of Supervisors of Elections*** - compiles lists of registered voters; gives notice of a municipal election; and conducts and supervises the election.

***Management Information Technology Committee*** - surveys City agencies to determine what activities, processes or systems could be automated; assesses whether each prospective automation application would produce operation efficiencies or cost savings; establishes priorities for automation, subject to review by the Mayor and Aldermen; provides oversight assistance in the implementation of the automation application; and performs such other duties as may be assigned by the City Council.

***Environmental Commission*** - is concerned with the protection and improvement of the natural health and welfare of the environment; coordinates recycling activities; identifies specific environmental problems; and reviews matters before other City bodies affecting the environment.

***Ethics Commission*** - enforces financial disclosure requirements; conducts information programs and disseminates ethics requirements; investigates conflict of interest violations; issues advisory opinions; and maintains certain reports and statements.

***Historic Preservation Commission*** - reviews applications to construct, alter, move, demolish, or repair a structure within the historic district.

***Housing and Community Development Committee*** - plans and implements housing and community development projects; exercises all of the powers and functions of redevelopment and urban renewal; manages and improves the housing stock; coordinates federal, state and private resources toward

## Boards and Commissions

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- continued -

development activities in the City; and performs other duties as assigned.

***Human Relations Commission*** - accepts complaints relating to discrimination; surveys practices and conditions in the areas of public accommodations, employment, housing, recreation and education; makes recommendations concerning legislation; advises and counsels business entities; and mediates disagreements.

***Maritime Advisory Board*** - provides expert and informed analysis of facts relating to marine industry and pleasure boating on matters before the City Council or City agencies; and provides advice to the City concerning the administration of the Maritime Economic Development Program and Fund.

***Planning Commission*** - reviews proposed comprehensive plans, proposed zoning code amendments, rezoning and conditional use applications, and other planning matters, and makes recommendations to the City Council.

***Plumbing Inspectors Committee*** - makes recommendations regarding enforcement of the Plumbing Code.

***Police and Fire Retirement Plan Commission*** - reviews public safety retirement plans and reports and makes recommendations to the City Council with regard thereto.

***Port Wardens*** - regulates the placement, erection and construction of structures in the water; reviews permits for construction of marinas and wharves; regulates the use of mooring buoys; and generally oversees matters related to the use of waterways.

***Public Safety Disability Retirement Board*** - reviews and decides all applications for occupational and non-occupational retirement for police officers and firefighters; conducts hearings for review of applications; and reviews annually the continuation of retirement status and allowances.

***Recreation Advisory Board*** - acts in an advisory capacity to the Department and makes recommendations concerning the Department's budget, activities, programs, facilities and public relations.

***Risk Management Committee*** - establishes guidelines and makes recommendations concerning the safety, productivity and risk management with regard to City employees.

***Transportation Board*** - provides informed analysis of the issues relating to transportation in matters pending before the City Council, or any of the City's agencies, boards or commissions; and advises the City in the planning of comprehensive parking and traffic policies and procedures.

## Boards and Commissions

- continued -

<i><b>Budget Summary</b></i>	<i><b>FY 2007 Actual</b></i>	<i><b>FY 2008 Adopted</b></i>	<i><b>FY 2009 Adopted</b></i>	<i><b>Percent Change</b></i>
Boards and Commissions Personnel	\$27,610	\$13,520	\$27,900	106.36%
Alcoholic Beverage Control Board Expenses	\$2,570	\$2,300	\$2,300	0.00%
Annapolis Conservancy Board Expenses	1,700	3,220	3,220	0.00%
Board of Appeals Expenses	990	1,260	1,260	0.00%
Civil Service Board Expenses	390	1,100	1,100	0.00%
Board of Supervisors of Elections Expenses	120	130	130	0.00%
Environmental Commission Expenses	1,710	4,000	4,000	0.00%
Ethics Commission Expenses	340	450	450	0.00%
Historic Preservation Commission Expenses	45,630	37,250	37,250	0.00%
Housing & Community Dev. Expense	480	510	510	0.00%
Human Relations Commission Expenses	750	760	760	0.00%
Maritime Advisory Board Expenses	1,690	1,710	1,710	0.00%
Public Safety Disability Retirement Board	50	950	950	0.00%
Planning Commission Expenses	2,930	2,400	2,400	0.00%
Port Wardens Expenses	1,270	420	420	0.00%
Recreation Advisory Board Expenses	630	630	630	0.00%
Risk Management Committee Expenses	0	510	510	0.00%
Transportation Board Expenses	50	80	80	0.00%
<b>Department Total</b>	<b>\$88,910</b>	<b>\$71,200</b>	<b>\$85,580</b>	<b>20.20%</b>

<i><b>Budget Summary</b></i>	<i><b>FY 2007 Actual</b></i>	<i><b>FY 2008 Adopted</b></i>	<i><b>FY 2009 Adopted</b></i>	<i><b>Percent Change</b></i>
Personnel	\$27,610	\$13,520	\$27,900	106.36%
Other Operating Expenditures	61,300	57,680	57,680	0.00%
<b>Total Expenditures</b>	<b>\$88,910</b>	<b>\$71,200</b>	<b>\$85,580</b>	<b>20.20%</b>